



STATE OF WASHINGTON

September 14, 2009

TO: Community Mobilization Contractors
Department of Commerce

County Alcohol and Drug Coordinators
Division of Behavioral Health and Recovery

FROM: Ramona Leber, CTED Specialist
CSD-SDFC, Safe and Drug Free Communities
Department of Commerce

John Taylor, Chief
Office of Program Services
Division of Behavioral Health and Recovery

SUBJECT: Revised 2009-11 Strategic Planning

We are writing today in response to a number of Division of Behavioral Health and Recovery (DBHR) and Department of Commerce contractor inquiries relating to the timing and value of the required two-year update to your six-year strategic plan for prevention, intervention, treatment and aftercare. The primary concerns we have heard relate to the current unsettled budget crisis, and local planners feeling that an update at this time would not be meaningful in their communities.

DBHR and the Department of Commerce understand these concerns, and acknowledge that some communities are finding this to be the "right" time to review their local data, take recent budget changes into consideration and update their plans. However, some communities feel they are still working on "shifting sands" and need some additional time to pass before they are ready to dig in and do a formal plan update.

As you know, this planning initiative began at the state level several years ago, with both of our agencies agreeing to work together to issue joint guidelines and review a collaborative community plan. We were very impressed by the effort put forth across the state to develop the initial six-year plans. Our expectation is that your community will continue to use those plans as living documents that guide your work to address substance abuse and chemical dependency issues, as well as prevent violence.

At this time we are changing our expectations for the two-year plan update due on September 30, 2009. We do have some expectations; however, that we believe follow our principle of keeping the plans meaningful to your specific communities, as well as follow our legal and program requirements attached to the various funding sources. It is also our intent to honor the effort, community input, and planning that has already taken place in your community as part of the original two-year plan update.

Strategic Plan Update:

The county alcohol and drug coordinator, as the identified lead on the local planning effort, will send a letter to their DBHR regional administrator by September 30, 2009, confirming that the partners have agreed to take one of the following actions relating to updating their existing six-year strategic plan.

Please choose one of these actions to include in your letter:

- We are completing the two-year update to our six-year strategic plan according to the instructions outlined for the 2007-09 Biennium in the document titled "County Prevention – Intervention – Treatment – Aftercare (P-I-T-A) Strategic Planning Guidelines." We will be submitting the update by September 30, 2009.
- The plan as submitted for the 2007-09 Biennium is still viable as is, and given our current budget uncertainty and after discussing local issues with our Community Mobilization contact person, will not be updated.
- We are in the process of updating our six-year strategic plan according to the instructions outlined for the 2007-09 Biennium in the P-I-T-A Strategic Planning Guidelines, but we will not be able to meet the September 30, 2009, submission date. Instead, we are proposing that our plan will be submitted to DBHR and the Department of Commerce no later than December 31, 2009.

Goals and Objectives

Both DBHR and the Department of Commerce have requirements related to goals and objectives. These are:

- For prevention services, DBHR has a requirement to update goals and objectives in the PBPS prior to implementing any new programs that won't meet the initial goals and objectives approved in the previous fiscal year. PBPS needs to be updated for any new programs.
- CM's 2009-10 online workplan objectives and planned activities must reflect the current year planning.

Federal or RCW Requirements

Although our goal is to reduce the requirements related to strategic planning, we cannot ignore federal or RCW requirements. There are two tasks you must complete in order to fulfill these requirements. These are:

- To meet the planning requirements of the Federal Title IV Principles of Effectiveness, Community Mobilization has a required checklist (attached) that must be completed and submitted to the Department of Commerce by October 31, 2009.
- RCW 70.96A.350 requires the submission of a criminal justice plan. We attached the same criminal justice plan requirements as listed in the six-year P-I-T-A Strategic Planning Guidelines. Since each county's criminal justice plan must be available to the Criminal Justice Treatment Account Oversight panel for review, we asking that you create a narrative that addresses the criminal justice requirements and submit that narrative to DBHR no later than December 31, 2009.

In closing, we believe these revised expectations will meet our state and federal requirements, as well as add the necessary flexibility to make your local planning processes meaningful for your community's residents and providers.

RL:EL:LEW

Attachments

cc: DBHR Management Team
DBHR Regional Administrators

**Department of Commerce
Community Mobilization Program
Planning Checklist – 2009-2010**

Understanding that planning is important to CM work and to the effective use of funding and in order to document for the 2009-2010 CM contract year the planning elements required under the Federal No Child Left Behind Act, Title IV, Principles of Effectiveness (applicable, highlighted text is included at the end of this document), please respond to the following by October 31, 2009 by returning this checklist electronically to the Department of Commerce.

Please note that the form has been left very flexible so you can include whatever narrative you want to in order to honor the work you have done or to provide explanation. You may add or copy and paste narrative in any or all sections of the form, if you choose.

County Responding: _____

Responding for the CM Contractor:

Name and title:

If this is a joint response with the Division of Behavior and Health Recovery (DBHR), list the DBHR contact here:

Name and title:

Submission Date: _____

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- 1) Regarding the originally-scheduled two-year update to your Six-Year Strategic Plan for Prevention, Intervention, Treatment, and Aftercare:

_____ The two-year update has been completed (or mostly completed) and

_____ Is attached, or

_____ Will be forwarded on _____, **or**

_____ We will not be completing a two-year update as previously designed.

- 2) Required planning elements for 2009-2010 under the Principles of Effectiveness

_____ Current available data was reviewed by CM staff and our CM Policy Board,

_____ Meaningful and ongoing input was procured from parents through

_____, **and**

_____ Our CM Policy Board considered the available data in determining that the
prioritized risk and protective factors for the next two years

_____ will not change, **or**

_____ will change

- 3) Regarding the 2009-2010 planning process:

The following data were reviewed in the 2009-2010 planning process:

In addition to the CM Policy Board, the following groups were involved in the 2009-2010
planning process:

- 4) The prioritized risk and protective factors, as prioritized by our CM Policy Board, for
2009-2010 are:

- 5) Regarding the 2009-2010 online workplan:

_____ Objectives included in our 2009-2010 online workplan reflect the prioritized risk
and protective factors and available data, **and**

_____ Planned activities included in our 2009-2010 online workplan reflect the prioritized
risk and protective factors and available data.

- 6) Additional comments to share:

SEC. 4115. AUTHORIZED ACTIVITIES.

(a) PRINCIPLES OF EFFECTIVENESS-

(1) IN GENERAL- For a program or activity developed pursuant to this subpart to meet the principles of effectiveness, such program or activity shall —

(A) be based on an assessment of objective data regarding the incidence of violence and illegal drug use in the elementary schools and secondary schools and communities to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal drug use, including delinquency and serious discipline problems, among students who attend such schools (including private school students who participate in the drug and violence prevention program) that is based on ongoing local assessment or evaluation activities;

(B) be based on an established set of performance measures aimed at ensuring that the elementary schools and secondary schools and communities to be served by the program have a safe, orderly, and drug-free learning environment;

(C) be based on scientifically based research that provides evidence that the program to be used will reduce violence and illegal drug use;

(D) be based on an analysis of the data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in schools and communities in the State identified through scientifically based research; and

(E) include meaningful and ongoing consultation with and input from parents in the development of the application and administration of the program or activity.

**Division of Behavioral Health and Recovery
2009 – 2011 Criminal Justice Plan**

**Abstracted for the document titled “County Prevention – Intervention – Treatment –
Aftercare (P-I-T-A) Strategic Planning Guidelines.”**

A narrative describing how funds from the Criminal Justice Treatment Account (CJTA) allocation will be expended, to include:

- ☐ Estimated number of offenders with an addiction problem against whom charges are filed by a prosecuting attorney in Washington State.
- ☐ Estimated numbers of persons with a substance abuse problem that, if not treated would result in addiction, against whom charges are filed by a prosecuting attorney in Washington State.
- ☐ Estimated number of nonviolent offenders for a drug court program.
- ☐ Role of the county’s judicial system in delivery of PITA services.
- ☐ Residential service needs for offenders.

A narrative describing how funds from the Innovated Grant portion of the CJTA allocation will be expended to include:

Selection of one or more of the following types of projects:

- ☐ Innovation Project: An approach that contains either traditional/cultural treatment methods, or elements of a Best Practice to treat an underserved population(s) of offenders.
- ☐ Best Practice Project: A treatment strategy that has been documented as a Best Practice in published research. See the following website to assist in identifying Best Practices: [Evidence Based Practices for Treating Substance Use Disorders - Home page](#)
- ☐ Regional Project: A project in which a minimum of two counties combine funding to provide treatment services to offenders.

A narrative of the type of project(s) chosen (see above) that includes:

- ☐ A description of the project and how it will enhance treatment services.
- ☐ Reason for choosing either a drug court or non-drug court project.
- ☐ Number of persons that will receive services.
- ☐ Measurable goals and objectives.